

DUTY STATEMENT

Classification: Energy Commission Supervisor II (EFF) (LT)	Position No. 430-4940-002
CBID: S10	Office: High Performance Buildings and Standards Development
Date Prepared: July 1, 2009	Division: Efficiency and Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Supervisor II (EFF) is under the general supervision of the Office Manager in the High Performance Buildings and Standards Development of the Efficiency and Renewable Energy Division. The incumbent supervises technical staff in the evaluation, analyses and implementation of energy efficiency and solar opportunities through standards and beyond-standards initiatives. The mission of the unit is to achieve high performance buildings through the development and implementation of cost-effective mandatory and "reach" building energy efficiency standards and provide energy efficiency and technical support to the New Solar Homes Partnership and Million Solar Roofs programs as well as other green building and beyond-standards programs.

WORKING CONDITIONS. Work is performed indoors in an office setting. Travel may be required to attend workshops, meetings, and hearings.

DUTIES AND RESPONSIBILITIES:

- 40% Plans, organizes and directs the work of staff engaged in technical analysis and evaluation of efficiency opportunities and measures. (E)
- 20% Coordinates the preparation of models and analyses of building and appliance measures to determine energy use and technical, economic and environmental feasibility. Coordinates such activities across division lines to assure consistency of approach. (E)
- 20% Provides supervision for all individuals within the unit including: individual motivation, performance review, career development, personnel actions, and training. (E)
- 10% Represents the Energy Commission before utilities, legislators, private energy service companies, federal lending institutions, other state and local government

agencies, the public and industry organizations affected by efficiency programs.
(E)

5% Assists the Office Manager with management responsibilities within the office,
including recruitment, administrative and management coordination. (E)

5% Perform other duties as required consistent with the specifications of this
classification. (M)

Signatures	
I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
<div></div> <div>Date</div> <div>Energy Commission Supervisor II (EFF)</div>	<div></div> <div>BILL PENNINGTON</div> <div>Office Manager II</div> <div>Date</div>